

VILLAGE OF PEMBERTON

BYLAW No. 819, 2017

A bylaw to regulate street naming and addressing in the Village of Pemberton.

WHEREAS pursuant to Section 39 of the *Community Charter* the Council may, by bylaw, assign a name or number to a highway within the municipality;

AND WHEREAS pursuant to Section 39 of the *Community Charter* the Council may, by bylaw, assign numbers to buildings and other structures within the municipality;

AND WHEREAS pursuant to Section 39 of the *Community Charter* the Council may, by bylaw, require owners or occupiers of real property to place building or structure numbers assigned by the Village in a conspicuous place.

NOW THEREFORE, the Council of the Village of Pemberton, in open meeting assembled, **ENACTS AS FOLLOWS**:

1. **CITATION**

This Bylaw may be cited as “Street Naming and Civic Addressing Bylaw No. 819, 2017.”

2. **DEFINITIONS**

In this bylaw the following definitions have the following meanings:

“Address” Means the number assigned to a parcel of land and/or each separate building, unit, or dwelling on a property, including strata property, within the Village of Pemberton;

“Building” Means a structure that is used for or intended to be used for supporting or sheltering persons, animals or property, except those prescribed by regulation as exempted from the British Columbia Building Code;

“Civic Address” Consists of a civic number and a unit number if it is required;

“Civic Number” Means those numbers assigned by the Village for the purposes of numbering building and or properties;

“Council” Means the Council of the Village of Pemberton.

“Developer”	Means the party or contractor who has the authority to act on behalf of and represent the Owner in carrying out works and services under this bylaw.
“Development Services”	Means a division of the Village of Pemberton’s Operations & Development Services Department.
“Manager”	Means the Manager of Operations and Development Services for the Village of Pemberton.
“Owner”	Means the registered owner in the records of the Land Title Office and includes strata property.
“Unit Number”	Means a qualifying description used to distinguish a group of buildings or dwellings with the same civic number.
“Street”	Means a highway, road, lane or other public thoroughfares.
“Village”	Means the Village of Pemberton.

3. STREET NAMING

Streets are named in accordance with the following criteria:

A. General Provisions

- i. Street names shall be required of every access that serves at least three dwellings and or business establishments or combination thereof except in mobile home parks;
- ii. All streets shall be known by the same name for the entire length, except where the street crosses a base line or geological barrier such as a river or dyke;
- iii. The application of street name(s) in any area of the Village must not repeat one (1) name with multiple suffixes;
- iv. The Village shall have the right to name or rename all private roads, access or easements and Village owned streets.

B. Street Name Categories

The proposed street names within the Village of Pemberton must be reasonably easy to spell and pronounce, have no adverse connotations or the same as used in neighbouring jurisdictions and are:

- i. Names that reference local pioneers, flora and fauna, native plants and local animals;

- ii. Have significance to the history of the Pemberton Valley and First Nations Traditional history;
- iii. Names of Pemberton residents who have achieved remarkable success in their field at the local, provincial, federal or international levels; or connected to the community as a whole;
- iv. Specifically for the Industrial Park, have the name themed on industry;
- v. Based on the Street names established in the Street Naming Listing as approved by Council and amended from time to time.

1. Street Name Suffixes

Suffixes may be determined based on the street type; and are applied to the following types of streets:

Avenue (Ave)	A through local street, collector or arterial carrying east-west or north-south traffic
Boulevard (Blvd)	Arterial or collector carrying east-west or north-south traffic
Crescent (Cr)	Street or minor collector curvilinear in nature and shaped like a crescent
Court (Ct)	A non-through street (cul-de-sac)
Drive (Dr)	A non-through street (cul-de-sac)
Lane (Ln)	Service or access street behind a limited number of homes and/or businesses
Place (Pl)	A non-through local street (cul-de-sac)
Road (Rd)	A rural connector street
Street (St)	A through local road, collector or arterial serving carrying east-west or north-south traffic
Way (Wy)	Street or minor collector

C. Street Naming Process

- i. All street name proposals are processed through Development Services;
- ii. A written request is submitted to Development Services, as part of the subdivision and/or strata development approval process, including;
 - a. A list of at least three (3) names for each street, a brief, but complete, explanation as to the reasons for the proposed name (s);
 - b. the street name category, as set out in subsection 2, how the proposed name applies;
 - c. a map identifying all the streets with the associated proposed names.
- iii. The Manager is authorized to approve the assignment of a street name(s).

- iv. Notwithstanding subsection (iii), where a street naming proposal is submitted under Section 3 (B) (ii) and (iii), the Manager will submit the street naming proposal, and the recommended street name, for Council's consideration and approval.
- v. All costs associated with the design, fabrication and installation of street signs within a new development are borne by the Developer.

4. RENAMING STREETS

A. Reasons for Renaming Streets:

- i. On a case by case basis, for duplicate or similar name situations;
- ii. Where a street or street realignment connects streets with different names to form one continuous street; or
- iii. Where Council deems it appropriate to rename an existing street.

B. The following information is collected for all requests concerning the renaming of streets:

- i. Historic significance of the existing street name and the length of time each existed;
- ii. Total number of street addresses on the street affected;
- iii. Current land use at each address;
- iv. In-stream development applications on the street affected; and
- v. Existing and planned road systems for the affected area(s).

C. Street Renaming Process:

- i. Street renaming proposals are processed through Development Services and will be subject to Street Renaming Application Fee as set out in Schedule A.
- ii. Proposed street renaming must use names conforming to the Street Naming Criteria set out in Section 3;
- iii. Resident(s) or Developer(s) proposing a renaming shall make a written submission to Development Services that includes the following information:
 - a) A Street Renaming Proposal which includes the new name and outlines the rationale for the request;
 - b) A petition signed by a minimum of two-thirds of the owners of property directly affected by the proposed street name change;

- iv. Resident(s) or Developer(s) proposing a renaming may also be required to hold a Public information Session in regard to the proposed renaming and implementation to seek the input from the community at large if deemed necessary by the Manager;
- v. Development Services will submit a Street Renaming Proposal for Council's consideration and approval, including the information gathered from the proponent, a summary of input received during the Public Information Session, and the recommended street name;
- vi. As part of implementation, a minimum one (1) months' notice of a street renaming must be provided to Owners and Occupiers affected by the street renaming;
- vii. Street naming will not take place during the following periods: April 15 to July 1 and November 1 to January 15.
- viii. Any Resident(s) or Developer requesting the renaming will bear the costs of reimbursement for up to one (1) year of change address service with Canada Post for Owners and Occupiers affected by the changed street name.
- ix. All costs associated with the notification to the public, staff coordination and attendance at the public information session as may be required, new street sign design, fabrication and installation of those signs, if renaming is approved, shall be borne by the applicant or cost recovered by the Village as noted in Schedule A.

5. CIVIC ADDRESSING

A. Authority

- i. It is the authority of the Village to assign civic addresses to all properties and buildings associated with the property;
- ii. The Village may assign, change, or reassign civic addresses where necessary to resolve potentially confusing numbering, discontinuities or irregularities, and to ensure an adequate supply of civic addresses for existing and future development;
- iii. The Manager is authorized to allocate numbers to buildings and structures within the Village and may designate a member of Development Services to undertake his/her responsibilities for street numbering under this Bylaw;
- iv. The Manager is authorized to make minor changes, alterations, or additions in the display of numbers, including, but not limited to requiring additional reflective signage to indicate the location of buildings in multiple building developments.

B. Civic Address Requirement and Assignment

- i. Every property and principal building/dwelling, constructed or placed on any lot, or part of a lot, in the Village, must be assigned a number by the Manager or his/her designate for that purpose.
- ii. The assignment of civic addresses will be based on the fronting street;
- iii. A building on a corner lot is addressed off the street to which the front door faces;
- iv. A duplex dwelling is given one civic address based on the fronting street and each dwelling is given an "A" or "B" suffix;
- v. Row houses are given separate civic addresses for each unit;
- vi. Addressing for multi-family residential properties are off the street to which the primary driveway serves the particular building or multi-family residential property and civic and unit numbering for Multi-family residential properties shall be established at the discretion of the Manager;
- v. A civic address change may be requested by the Owner or Developer for any property subject to an administrative fee set out in Schedule A. The proposed new addresses are provided by Development Services and options will be discussed with the Owner and Developer;
- vi. Discretion may be used by the Manager when addressing a dwelling without a clear street frontage or front door location;

6. AFFIXING BUILDING NUMBERS

1. Every property owner or Developer of a building, commercial or multi-family residential complex which is assigned a number must supply and affix, or caused to be affixed, the assigned number in a conspicuous place on the building or display it elsewhere on the property where it can be easily be seen from the driveway entrance;
2. Every property owner must ensure that the building number assigned remains in perpetuity, be securely attached to the building, fence or other structure, and to remain plainly visible and legible from the street, and must replace, repaint or otherwise maintain the number as required from time to time to maintain its visibility and legibility;
3. For detached accessory suites with access from a lane, the assigned number must be affixed where it can be easily seen from the lane;
4. For large commercial or multi-family developments, adequate directional signage detailing building and unit numbers, must be affixed where it can be easily seen from the fronting street;

5. Civic Numbering must be affixed within ninety (90) days of receiving notification from the Village;
6. If any owner fails to comply with the requirement to supply and attach or to maintain a building number the Village may, after having notified the owner of its requirements, supply the building number, enter on the land and attach the building number, or enter on the land and maintain the building number, as the case may be, including by altering buildings or other structures or vegetation on the land to render the number visible, and recover the cost of doing so from the owner. The Village may recover any unpaid costs in the same manner and with the same remedies as property taxes.

7. MEASUREMENT AND DESIGN REQUIREMENTS

1. For all buildings all assigned numbers must be:
 - i. No less than one (1) meter and no more than three (3) meters from the ground upon which the building or structure is constructed;
 - ii. Visible from the street and clear from any vegetation or other obstructions;
 - iii. If reflective material is used then each number must be at least 6.5 cm in height;
 - iv. If reflective material is not used, then each number must be at least 15 cm in height;
 - v. Of a dark colour where placed on a light background or of a light colour where placed on a dark background;
 - vi. Numbers must be displayed as numbers not text.
2. For buildings which are greater than ten (10) metres from the street or where numbers are not visible from the street, the following applies:
 - i. In addition to the civic address on the building, a duplicate set of numbers must be permanently displayed beside the driveway at the intersection with the street to which the civic number applies;
 - ii. The numbers must meet the requirements as outlined in Section 7.1.
3. If more than one property or building is accessed via a common driveway;
 - i. Individual civic numbers and/or unit numbers must be clearly posted on each building as described in Section 7.1
 - ii. Each civic address must be displayed at the street as outlined in Section 7.2;
 - iii. If a driveway branches to provide access to more than one property, numbering meeting the requirements of Section 7.1 shall be displayed at each point of intersection to indicate which driveway leads to which address;
 - iv. Section 7.3 (iii) does not apply if the buildings are accessed via signed strata roads.

8. Alteration of Civic Address

1. No owner of a building or property will display or cause to be displayed any other number other than the civic number or unit number which has been assigned by the Village;
2. No person shall alter, renumber or change any civic address without first receiving permission from the Village.

9. POWERS OF THE MANAGER

1. The Manager may make incidental rules and regulations not inconsistent with this bylaw, as amended from time to time.
2. The Manager may exempt a Developer or Owner from providing some or all of the information as set out in this bylaw, as amended from time to time.
3. The Manager may levy fines for any contravention of this Bylaw, as amended from time to time.

10. OFFENCE

1. Any person who contravenes, violates or fails to comply with any provision of this bylaw, suffers or allows any act or thing to be done in contravention or violation of this bylaw or fails or neglects to do anything required to be done under this bylaw is deemed to have committed an infraction of, or an offence against, this bylaw; and is liable on summary conviction to a fine of not more than ten thousand dollars (\$10,000) and each day such an infraction is caused, or allowed to continue, constitutes a separate offence.

11. SEVERABILITY

1. If any section, subsection, clause, sentence, clause, definition, phrase, map or other portion of this bylaw is held to be invalid for any reason by a court or competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the bylaw.

12. REPEAL

House Numbering Bylaw No. 189, 1985 is hereby repealed.

READ A FIRST TIME this day of , 2017.

READ A SECOND TIME this day of , 2017.

READ A THIRD TIME this day of , 2017.

ADOPTED this day of , 2017.

Mayor
Mike Richman

Corporate Officer
Sheena

**Schedule A
FEES**

	Bylaw Section	Fee
Street Renaming Application Fee	Section 4 (C) (i)	\$150.00
Civic Address Change Application Fee	Section 5 (B) (iv)	\$150.00
Notification and staff time associated with the Public Information Session	Section 4 (C) (iv)	Based on actual costs and recovery of staff time, wages and benefits
Design, fabrication and installation of new Street Signs as renamed	Section 4 (C) (iv)	Based on actual costs and recovery of staff time, wages and benefits plus parts and material

ADOPTION - Sept 12, 2017